



# Request for **EMT Recert via CE** Course Scheduling

PO Box 944246 \* Sacramento CA 94244-2460 \* FAX (916) 552-9464  
www.fire.ca.gov



All requests must be received **6 weeks** prior to needing materials.

Today's Date:	Type Of Course: <i>Recert via Continuing Education.</i>
Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	Materials Needed By Date: _____ Include Skills Competencies Verification Forms: <input type="checkbox"/> Yes <input type="checkbox"/> No
Class Location (City):	CE Training Completed Date:
Class Location (County):	Department or Sponsoring Agency Name:
Agency Contact Name and Phone Number:	Contact's Email Address:
CE Coordinator's Name:	CE Coordinator's Email Address:
Is the CE Coordinator a SFT registered EMT-I Instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Number Of Students:
Synchronize Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Letter Required Signed by Fire Chief</i>	Synchronize Date:
<b>SHIPPING INFORMATION:</b>	<b>BILLING INFORMATION:</b>
Ship To:	Bill To:
Attn:	Attn:
Street Address: (No Po Box)	Street Address:
City/State/Zip Code:	City/State/Zip Code:

## ✂FOR STATE FIRE TRAINING USE ONLY✂

Date Approved:	CE Coordinator Code:	Class Code:		
Date Shipped:	<input type="checkbox"/> DHL <input type="checkbox"/> Printer <input type="checkbox"/> Pick-Up			
Return Date:	<input type="checkbox"/> MRT #:			
<i>Registration (59210-142500-22)</i>		<i>Unit Price</i>	<i>Students</i>	<i>Total Price</i>
<input type="checkbox"/> EMT-I Recertification via Continuing Education .....		\$25.00		\$
Shipping/Handling Charges:				\$ 8.00
Estimated Total Amount Due:				\$
<b>DO NOT PAY - THIS IS NOT A BILL</b>				

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training procedures of the California State Fire Marshal's Office.

**\*If you are NOT a State Fire Training Registered EMT Instructor you must follow the instructions below for CE Coordinators.\***

REGISTERED INSTRUCTOR	CE COORDINATOR
<p>Verify that each person has completed the required number of Continuing Education hours according to their expiration date. Keep records of CE hours on file. Do not send copies of CE hour certificates to State Fire Training.</p> <p><u>FOR EACH APPLICANT:</u></p> <ul style="list-style-type: none"> <li>✓ Verify that name, address, and social security number are written and bubbled in correctly on pink scantron application.</li> <li>✓ Verify that the Eligibility Requirements are filled in completely, including written birth date and fire affiliation.</li> <li>✓ Verify that the application is signed and dated.</li> <li>✓ In the "For Instructor Use Only" box on the back of pink scantron application, fill in the number of CE hours you verified.</li> <li>✓ Sign and date the back of the application.</li> <li>✓ Verify that Skills Competencies Verification form is completed.</li> </ul> <p><u>SEND BACK TO STATE FIRE TRAINING:</u></p> <p>*All materials must be sent to SFT using a carrier that can track your shipment.</p> <ul style="list-style-type: none"> <li>✓ A copy of the "Request for EMT Recert via CE Course Scheduling" form.</li> <li>✓ Completed EMT Instructor Checklist.</li> <li>✓ Completed EMT Skills Competencies Verification form for each applicant (Alphabetized by last name).</li> <li>✓ Completed application for EMT-I certification form (pink scantron) for each applicant (Alphabetized by last name).</li> <li>✓ <b>Important:</b> A copy of the applicant's most recent EMT-I certification card if the applicant is not currently certified by SFT.</li> </ul> <p>DO NOT submit payment when returning class materials.</p>	<p>You do not have to be a Registered State Fire Training EMT Instructor to coordinate CE's for your department. As a CE coordinator you are gathering all of the necessary paperwork for each applicant and forwarding it to State Fire Training.</p> <p><u>FOR EACH APPLICANT:</u></p> <ul style="list-style-type: none"> <li>✓ Verify that each person has completed the required number of Continuing Education hours according to their expiration date.</li> <li>✓ Verify that name, address, and social security number are written and bubbled in correctly on pink scantron application.</li> <li>✓ Verify that the Eligibility Requirements are filled in completely, including written birth date and fire affiliation.</li> <li>✓ Verify that the application is signed and dated.</li> <li>✓ Verify that Skills Competencies Verification form is completed.</li> </ul> <p><u>SEND BACK TO STATE FIRE TRAINING:</u></p> <p>*All materials must be sent to SFT using a carrier that can track your shipment.</p> <ul style="list-style-type: none"> <li>✓ A copy of the "Request for EMT Recert via CE Course Scheduling" form.</li> <li>✓ Completed EMT Instructor Checklist.</li> <li>✓ Completed EMT Skills Competencies Verification form for each applicant (Alphabetized by last name).</li> <li>✓ Completed application for EMT-I certification form (pink scantron) for each applicant (Alphabetized by last name).</li> <li>✓ Copies of Continuing Education Certificates.</li> <li>✓ <b>Important:</b> A copy of the applicant's most recent EMT-I certification card if the applicant is not currently certified by SFT.</li> </ul> <p>DO NOT submit payment when returning class materials.</p>

When requesting SYNCHRONIZED certification, the letter signed by the Fire Chief must include the date the agency is currently synchronized with.